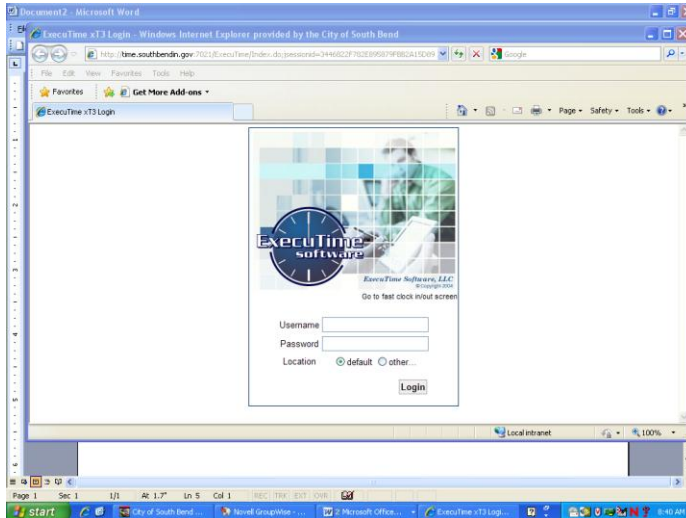


# **ExecuTime Payroll Supervisor Procedures for Non-Bargaining Employees Dated 10/11/10**

## **Login to ExecuTime**

Click on ExecuTime icon

ExecuTime will open the login screen



Enter Username (usually first initial of first name, followed by last name)

Enter Password (birthday in mmdd format)

Location is "default"

Click Login

ExecuTime will open the "Employee Clock In/Out" screen. Supervisors will open to a "Dashboard" screen.

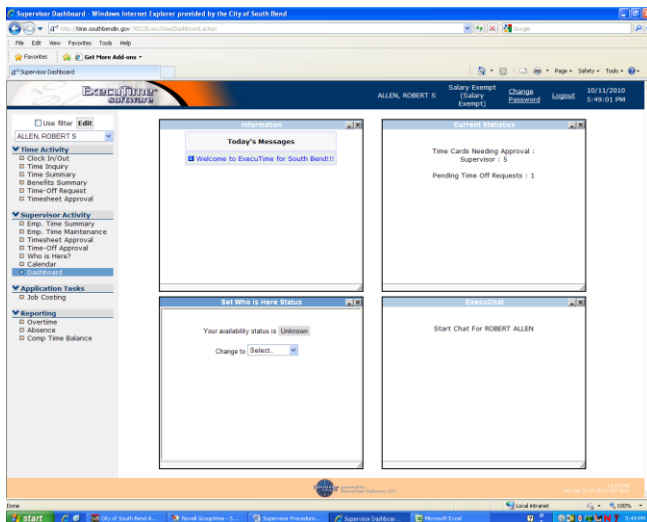
The "Dashboard" screen will show you if you have time cards or time off requests to approve.

From the "Dashboard" screen, you can access several options, listed on the left side of the screen.

# ExecuTime Payroll

## Supervisor Procedures for Non-Bargaining Employees

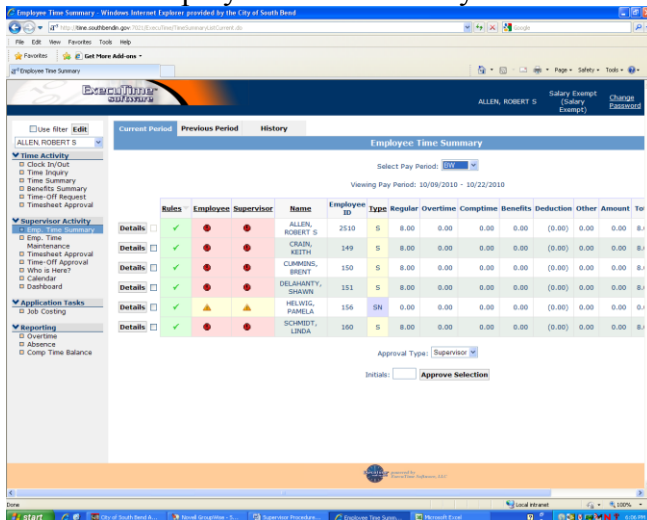
Dated 10/11/10



### To Approve Time Cards

Login to ExecuTime

Click on “Employee Time Summary” on the left



Choose appropriate period from the top.

There are columns entitled “Rules”, “Employee” and “Supervisor”

- “Rules” refers to schedule violations, etc.
- “Employee” refers to approval of the time card by the employee
- “Supervisor” refers to approval of the time card by the supervisor

Codes are as follows:

- Green check mark – okay or approved
- Yellow yield sign – warning
- Red stop sign – schedule violation or not approved

Click “Details” to review time card.

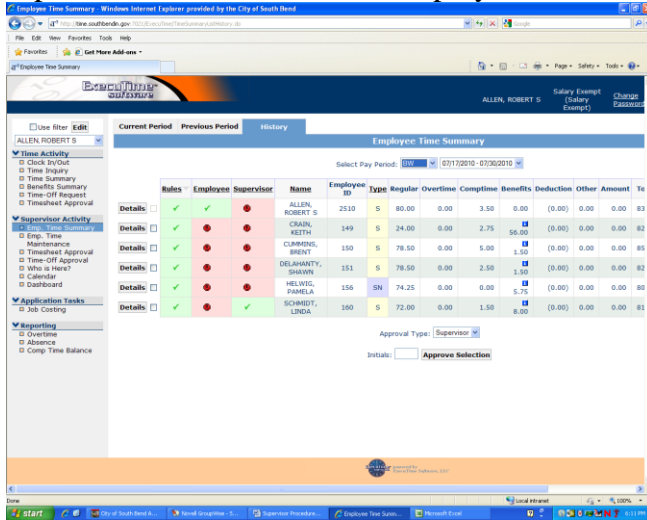
Make changes as needed through “Employee Time Maintenance”

To approve time card:

# ExecuTime Payroll Supervisor Procedures for Non-Bargaining Employees Dated 10/11/10

- Click the box next to details
- Type initials in box
- Click “Approve Selection”

The “Employee Time Maintenance” screen will show a green check mark under the supervisor column next to the employee that was approved.



# ExecuTime Payroll

## Supervisor Procedures for Non-Bargaining Employees

Dated 10/11/10

### Alternative Way to Approve Time Cards

Login to ExecuTime

Click on “Timesheet Approval” on the left

Choose employee name from the drop down menu at the top

ExecuTime  
Supervisor Timesheet Approval

Allen, Robert S. Salary: \$10,000.00  
Change Password Logout 10/11/2010 6:40:24 PM

Use filter Edit

Current Period Previous Period History

Data displayed for: CUMMINS, BRENT  
Pay Period: 10/09/2010 - 10/22/2010

Regular	Overtime	Comp Time	Benefits	Deduction	Other	Amount	Total
8.00	0.00	0.00	0.00	0.00	0.00	8.00	8.00

Approval Type: Supervisor

Initials:  Approve Approve And Next Skip

Regular Time: Employee Supervisor

Rules	Day	Date	In	Out	Type	Time Logged	Auto Deduction	Daily Total	Time Total	Amount	Shift	Project	Comment	Employee	Supervisor
1	Mon	10/11/2010			RD (Clock In/Out)	8.00	0.00	8.00	8.00	0.00	1				

Page: 1

Review data

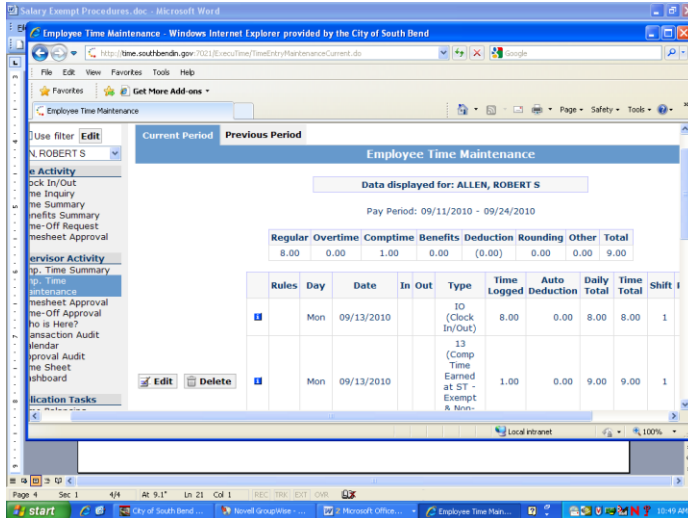
Enter initials

Click “Approve” or “Approve and Next” or “Skip”

# ExecuTime Payroll Supervisor Procedures for Non-Bargaining Employees Dated 10/11/10

## To Edit Time Entry

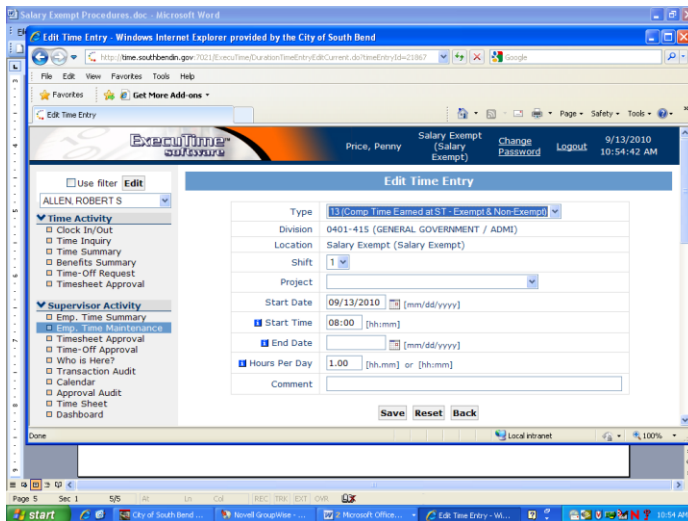
Go to “Employee Time Maintenance” screen as shown below  
Choose employee name in the drop down menu at the top



Find entry that needs to be edited

Click “Edit”

ExecuTime will open the “Edit Time Entry” window as shown below



Change entry as needed

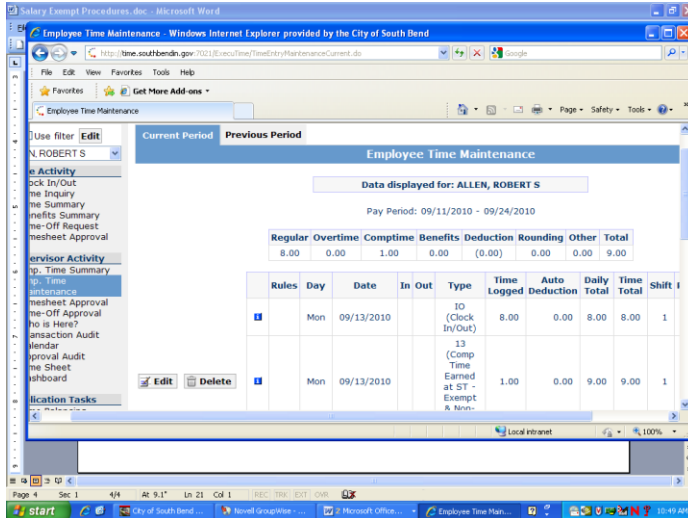
Click Save

Review your entry for accuracy

# ExecuTime Payroll Supervisor Procedures for Non-Bargaining Employees Dated 10/11/10

## To Delete Entry

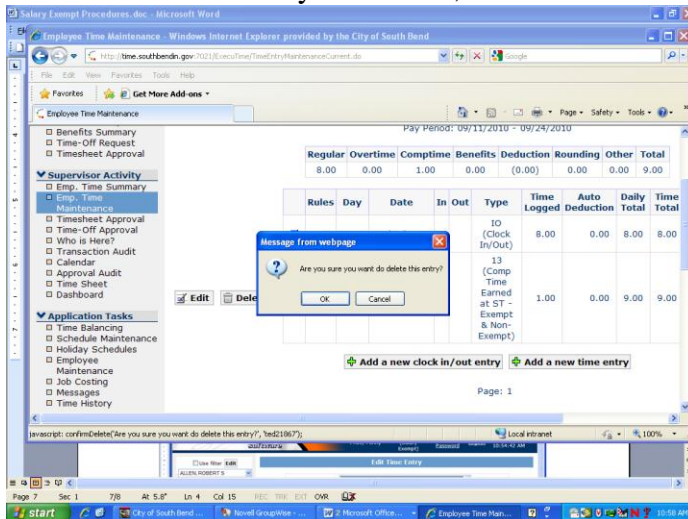
Go to the “Employee Time Maintenance” screen as shown below



Find entry that needs to be edited

Click “Delete”

ExecuTime will ask if you are sure, as shown below



Click OK

Review your entry for accuracy

# ExecuTime Payroll

## Supervisor Procedures for Non-Bargaining Employees

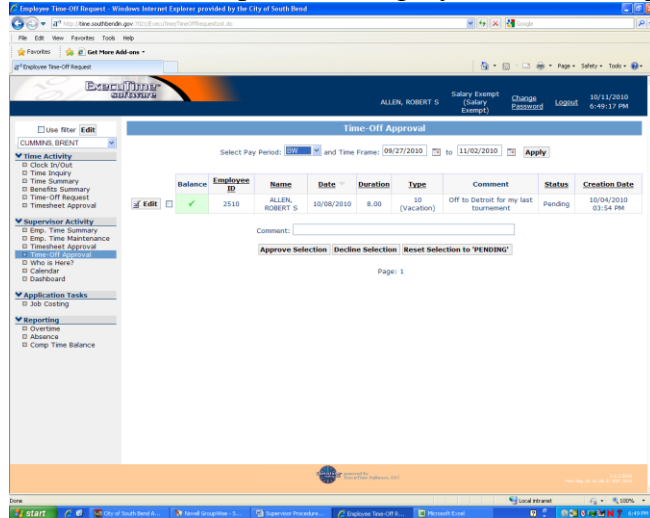
Dated 10/11/10

### To Approve Time Off Request

Login to ExecuTime

Click “Time-Off Approval” on the left side

ExecuTime will open the “Employee Time-Off Approval” screen, as shown below



Select appropriate time period

Click “Approve Selection” or “Decline Selection”

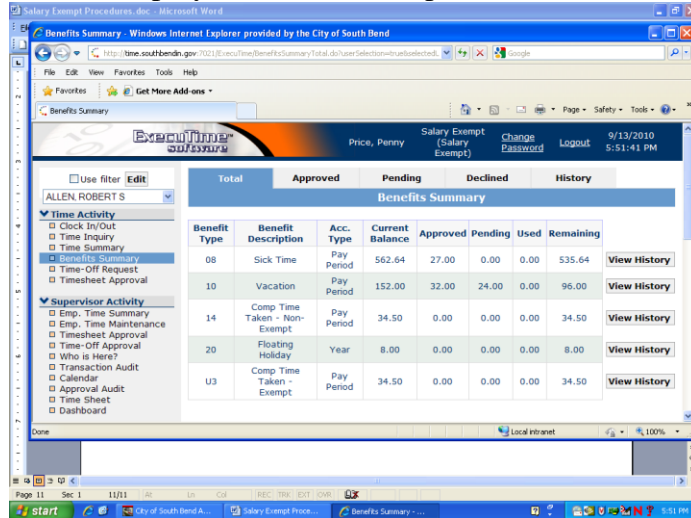
# ExecuTime Payroll Supervisor Procedures for Non-Bargaining Employees Dated 10/11/10

## To Check Benefits

Login to ExecuTime

Click “Benefits Summary” on the left side

Choose employee name at the top



Choose “Total”, “Approved”, “Pending”, “Declined” or “History”

Review benefits

Note: Presently the Comp Time Accrual shows up on 2 line items. We are working with ExecuTime to get this resolved.

You may also click “View History” to see the details on a particular benefit.